

*Rec Mgt 5-1-4*

MEMORANDUM FOR THE RECORD

15 March 1957

SUBJECT: Expansion of the Records Center

STATINTL

1. On 1 March [REDACTED] requested that I pursue with the Department of the Army on an informal basis the possibility of having them provide some storage space for the NIS Materials.

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2. Accordingly [REDACTED] contacted Mr. Sherrod East, in charge of the Department of the Army's Records Center at Alexandria. The following information was obtained from a visit to them:

a. Total capacity of Records Center facilities at Headquarters, Department of the Army, 290,000 cubic feet.

b. Total space occupied by records, 230,000.

c. Total records accession this past year 24,464 cubic feet.

d. Total records destroyed, 27,223 cubic feet.

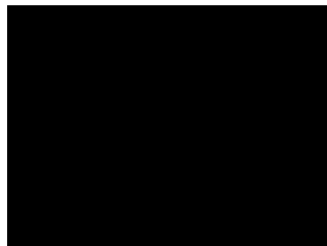
e. Requests for service, 94,469.

f. Classified records, 80,000 cubic feet.

g. Prints made from microfilm, 149,624.

h. T/O, 150 (132 Civilians -- 18 Military).

I discussed with Mr. East their procedures, took a look at their layout for storage of records and generally observed their operations. I did not make any attempt to "feel-out" Mr. East with respect to whether they could accomodate any of our materials.



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